



# Guide to Submitting a Permit Application

This guide is intended to assist applicants in the completion of the provincial form [Application for a Permit to Construct or Demolish](#) required for all permit applications filed after January 1, 2011. It is recommended that you read this guide prior to making a permit application. If you require further assistance please visit the City of Pickering Civic Complex at One The Esplanade, or call the City of Pickering Planning & Development Department, Building Section at 905.420.4631.

Please note that when a Change of Use is proposed within a building, but without new construction, you will need to file an [Application for a Change of Use Permit](#).

## How to Complete and Submit a Building Permit Application

The Ontario Building Code requires building permit applications to be made by the registered owner of a property or an agent authorized by the owner to act on their behalf. The completed application forms (including referenced Schedules and determination of Applicable Law), construction drawings and form of payment should be brought to the Planning & Development counter located on the ground floor of the City of Pickering Civic Complex. The Clerk, Building Permits will review your submission to ensure everything is in order, receive payment and provide you with a receipt and copy of the application form which contains your application number for reference.

**Note:** This is not your authorization to proceed with construction or demolition. Construction or demolition may only proceed after a permit has been issued. Once an application has been received, the City will undertake review for compliance with the Ontario Building Code and applicable laws.

## Building Permit Application Checklists

Submissions for permit will be screened at the time of application for “completeness” as defined in the Ontario Building Code and we will determine whether or not your application is subject to a full review within prescribed timeframes set out in the Ontario Building Code. As an applicant for a permit, it is your responsibility to ensure all information is complete and correct. You must be aware of outside agencies and their approval requirements, which must be fulfilled prior to issuance of a permit.

Please review the following permit application and applicable law checklists to assist you in compiling supporting documentation for your application:

- [Document Submission Checklist – Housing](#)
- [Document Submission Checklist – Alterations](#)
- [Document Submission Checklist – New Buildings](#)
- [Applicable Law Checklist](#)
- [Guidelines for Drawing Submission](#)
- [Demolition Approvals](#)